

UNITED STATES BANKRUPTCY COURT
DISTRICT OF NORTH DAKOTA
NOTICE TO INTERESTED PARTIES
REGARDING BANKRUPTCY COURT HEARINGS
TO BE HELD BY VIDEO CONFERENCE

This notice is provides useful information regarding the use of video conferencing for bankruptcy court hearings.

Bankruptcy Judge William A. Hill will preside from Fargo.

LOCATIONS:

Bismarck participants should go to the Video Conference Room, Room 454, Fourth Floor, United States Courthouse and Federal Building, 220 East Rosser Avenue, Bismarck, North Dakota.

Anyone wishing to participate from Fargo, North Dakota should go to the ADR Room, Second Floor, Quentin N. Burdick U.S. Courthouse, 655 First Avenue North, Fargo, North Dakota.

PROCEDURES:

Any parties intending to introduce exhibits into evidence at the hearing are strongly encouraged to provide them to the court prior to the scheduled hearing time. Exhibits not submitted prior to the scheduled hearing time may be introduced at the hearing, but last minute submissions may result in the court taking the matter under consideration. If last minute submissions are necessary, they may be faxed to the court at 701-297-7055 during the hearing.

Any witness called will be sworn in by video conference by the courtroom deputy clerk who will also be located in Fargo.

DECORUM:

The general provisions of the U.S. District Court's rules on decorum will apply. Additionally, enter the video conference room quietly as other hearings may be in session. Sit in perimeter of the room and wait until your case is called by Bankruptcy Judge Hill. Then, move to the conference table and ensure that you are able to view the video screen and that you can be seen by Bankruptcy Judge Hill in Fargo.

- Stay close to the conference table.
- Microphones should be close to the speakers.
- Look into the camera.
- Speak clearly and speak with detail.

Examples:

“I am showing exhibit marked number eleven.”

“I am presenting the witness with a document labeled...”

“I am asking the witness to review the document...”

- You are on both camera and audio equipment. Everyone can see and hear you.

- The microphones are sensitive and can pick up everything you say as well as noises associated with moving paper, closing books, tapping pens, sighing and yawning. It is best to keep books and papers off and away from the microphones.
- Only one person may speak at a time.
- Dual conversations and/or whispering and mumbling may become part of the court reporter's record.
- The equipment is configured for the hearing. Do not attempt to make corrections.
- Even though this is a video conference, the formalities of courtroom protocol must be observed unless specifically waived by the judicial officer in charge.

FURTHER INFORMATION:

Please call Courtroom Deputy Sharon Horsager at 701-297-7142 if you have other procedural questions about the video conferencing format.

Ellen A. Johanson, Clerk, U.S. Bankruptcy Court

***This notice does not apply to the Section 341 meetings aka First Meetings. First Meetings are held in person on location.**